

## **10.0 - INFORMATION MANAGEMENT**

Kentucky Revenue Cabinet (KRC) employees are subject to certain laws and regulations as well as Revenue Cabinet policies and procedures affecting the management of information.

Information management is the systematic control of recorded information, through any medium, for the original creation to its ultimate disposition. The Standard Procedures within the Information Management group address the policies and procedures regarding Cabinet-wide information whether in paper, film, electronically recorded or any other medium.

Implementing and maintaining Standard Procedures for Information Management insures control, including the maintenance, security and retention of the records created, as well as the costs associated with their maintenance, while assuring the protection of information needed for ongoing purposes.